

Report for Week Ending 5 June 1957
from
PROJECTS STAFF

1. Contributions

a. Evaluated the following Employee Suggestions:

- (1) 3030: Self Inking Stamp. Recommended further research to develop a practical stamp. [] 25X1
- (2) 3032: Cardboard Holder for Security Check Sheet. Disapproved for adoption. []
- (3) 3124: Identifying Carbon Copies with the Printed Word "Copy". Disapproved [] 25X1 ✓
- (4) 3127: Standardization of Subjects of Memorandums and Revision of File Classification Guide. Disapproved. [] 25X1

- b. Briefed [] (O&M/DD/P) on knowledge of background on two proposals they have received for action. [] 25X1

2. Assignments Active

- a. VM Study - Continuing to develop material for this study. Two of the ARO's being consulted are attending the Records Management Institute. This has delayed certain portions of the study. [] 25X1

- c. Form Letter Development - Designed form letter for referral of correspondence to other agencies, and prepared samples for review by ARO's [] 25X1
- d. Employee Suggestion 3044: Combination Date and Signature Stamp - Examined stamp developed by suggester and recommended that she have Logistics Graphics make a drawing. Copies will be distributed to key secretarial positions to determine if further research and development is justified. [] 25X1
- e. Requisition Review - Reviewed 2 requisitions for filing equipment and filing supplies with [] - Approved one requisition for 1 legal size safe. The other requisition is for 1000 Remington Rand Classifile Folders which requires additional justification prior to full consideration. [] 25X1 ✓

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f. OL, Stock Control Shelf File - Developed a floor plan and a work station sketch for the maintenance and servicing of the voucher files. Consideration was given to proposing shelf filing equipment for the maintenance of the voucher files but due to the characteristics of the file room area the continued use of filing cabinets will be recommended. The work station sketch and comparative floor plans will be prepared to accompany a memo to the Supply Officer, OL. []

25X1

g. VM Repository - Evaluated a statement of functions and work load for the vault operation and the tabulating machine operation. The information and data was rather general and did not provide a time element in which the functions were performed. []

25X1

h. VM Microfilming - Filming completed in Security; is continuing in ORR and OSI. Filming in Medical Staff was deferred pending completion of work in the Office of Security. []

25X1

3. Major Projects Inactive - There were no new developments in the shelf file projects for Security, BR and IR []

25X1

4. News

a. Training

(1) During May, 231 hours were credited to the Agency training quota. This represented 6.1% of the on-the-job man hours for May.

25X1

✓(2) [] is scheduled to attend tonight's dinner meeting of the Interagency O&M Conference.

(3) Planning of FY 1958 training schedule is underway []

25X1

25X1

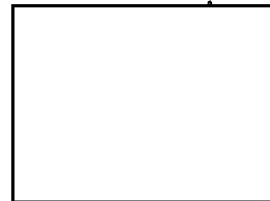
(4) [] are attending the Institute on Records Management.

(5) Revised the handout "How to Install the Agency Subject-Numeric Filing System" and developed other material on filing and correspondence practices for tomorrow's Administrative Procedures lecture.

25X1

b. [] all of OCR, accompanied last week's trip to the repository.

25X1



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Report for Week Ending 5 June 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions:

A. Tangible

(1) Completed 12 actions requiring the printing of 92,300 copies or sets of blank forms. This represents a decrease of 10 actions involving 121,600 copies compared to last week.

(2) Eight new and four revised forms were approved.

B. Intangible

(1) Submitted evaluation on Suggestion 3102, recommending adoption.

(2) Gave Staff guidance and recommended approval for the procurement of a "Super Elevator File" for the Office of Communications. The acquisition and the use of this file will achieve the following:

(a) Abolish the necessity for maintaining book logs in the Cable and Pouch Section.

(b) Release one employee (GS-4) full-time for other essential duties.

(c) Replace a minimum of three safes and/or file cabinets.

(d) Provide more expeditious reference.

(e) Provide a convenient central file arrangement.

(f) Enable remaining personnel in these sections to use the time saved for other important duties which have been held in abeyance because of a personnel shortage.

2. Assignments

A. Active

(1) Evaluation of three Employee Suggestions.

(2) Preparing article on Forms Management Program for the Support Bulletin.

(3) Conducting forms survey to ascertain how many forms under the old numbering system are still in use.

✓(4) Ten new and six revised forms. (Twenty-two reprints are pending.)

25X1 3. News

[] met with officials of SE and [] DD/P and PD/OL regarding the installation of a new type information report (a dual offset master) in the [] This will permit more effective utilization of TSS offset presses at that station and will give better quality internal and lateral field dissemination copies. Ditto will then be reserved for emergency situations. Also discussed field use of offset on a world wide basis where feasible.

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[] is attending the 2-week course on "Records Management" at National Archives, which is sponsored jointly by the American University and National Archives.

25X1

[] will attend the annual dinner meeting of the Inter-Agency O&M Conference on 5 June 1957.

25X1

✓ [] has returned from 2 weeks leave in Mexico.

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Report for Week Ending 5 June 1957
from
RECORDS DISPOSITION BRANCH

Assignments:

Project 60-40 - Office of Central Reference ☐

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✓ Schedule is being reviewed by the Assistant Director. Four items had to be changed to permit indefinite retention in current files area. Concurrence is expected this week. Draft of report of survey is completed. Items on the schedule requiring further coordination and legal authorization from Archives and Congress prior to destruction are being incorporated in a request to send to National Archives for evaluation and processing. Project is 90% complete.

✓ Project 6-81 - Office of Logistics ☐

25X1

No change from previous report. Project is 99% complete.

Project 6-90 - Commercial Staff ☐

25X1

No change from previous report. Project is 50% complete.

Project 6-95 - Office of Personnel ☐

25X1

25X1

✓ A review of the Records Control Schedule was begun in the Benefits And Casualty Division. ☐ the new ARO for the Office, assisted. Project is 5% complete.

Project 6-97 - Suggestions Awards Staff ☐

25X1

✓ A review of the records keeping systems of the Staff has been made. A system is being developed to aid the Staff in its awards program.

Project 6-98 - Office of the Comptroller ☐

25X1

✓ Assistance was rendered to the ARO/Comptroller in the implementation of the records management program now under way in that Office. Further aid will be given as required or when requested by the ARO.

Project 6-101 - RI/DD/P ☐

25X1

✓ As requested by the Chief, ⁶³DD/P, a review of the proposed changes in the Clandestine Services Records Control Schedule are being examined. Project is 5% complete.

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Report For Week Ending 4 June 1957
From
Records Center

During this week the following accessions were made:

25X1

PERS	1 Cu. Ft.
OCR	9 " "
OTR	3 " "
ORR	4 " "
OL	40 " "
OCI	2 " "
COMPT	32 " "
COMMO <input type="checkbox"/>	2 " "
Sub-Total:	<hr/> 93 Cu. Ft.
Finished Intelligence	47 " "
Total:	<hr/> 140 Cu. Ft.

Map Negatives	653 Cu. Ft.
Records Holdings	22,399 " "
Distribution Material Holdings	10,337 " "
	<hr/> 33,389 Cu. Ft.

Distribution Material Disposed of at Center	20 Cu. Ft.
Distribution Material Transferred from Center	10 " "
Records Disposed of at Center	16 " "
Records Transferred from Center	0 " "
	<hr/> 46 Cu. Ft.

Accessioning

Since the completion of the Records Control Schedule for the Office of Logistics and Comptroller, the retirement of records from these two offices has been very active. During the week the Comptroller and Logistics Office have retired 32 and 40 cubic feet, respectively.

The Center received 6 cubic feet of NIS binders, which brings the total holdings of NIS binder covers to 320 cubic feet.

Disposal

The records from Logistics and Comptroller Office are still in the process of being identified with the items listed in the Records Control Schedules. Approximately 70 percent of the records from the Logistics Office have been identified to date.

Arrangements have been made to destroy the material in the disposal area by the use of the D.C. incinerator.

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	2,103	9,807	11,910
DD/P	2,096	6,634	8,730
DD/S	537	7,323	7,860
DD/S (Comp.Grilled Area)	111	369	480
DD/I	351	6,459	6,810
DD/I (Grilled Area)	1,616	2,164	3,780
DCI	37	23	60
Map Negative	<u>610</u>	<u>980</u>	<u>1,590</u>
 TOTAL:	 7,461	 33,759	 41,220

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